



CYNTHIA D. BANKS
Director

**COMMUNITY AND SENIOR SERVICES
OF LOS ANGELES COUNTY**

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"To Enrich Lives Through Effective And Caring Service"

BOARD OF SUPERVISORS

**GLORIA MOLINA
MARK RIDLEY-THOMAS
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MICHAEL D. ANTONOVICH**

March 01, 2011

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

#21 MARCH 1, 2011

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

Dear Supervisors:

**APPROVAL TO ACCEPT FEDERAL FISCAL YEAR (FFY) 2010 U.S. DEPARTMENT OF
HOUSING AND URBAN DEVELOPMENT (HUD) ECONOMIC DEVELOPMENT INITIATIVE (EDI)
GRANT FUNDS AND EXECUTE CONTRACTS AND CONTRACT AMENDMENTS
(ALL SUPERVISORIAL DISTRICTS) (3-VOTES)**

SUBJECT

This Board Letter requests approval for Community and Senior Services (CSS) to take the following actions: 1) accept FFY 2010 U.S. Housing and Urban Development (HUD) Economic Development Initiative (EDI) grant funds; 2) negotiate and execute a contract with Food Finders, Inc. of Long Beach and Interfaith Food Center in Whittier, to fund the purchase of two refrigerated food trucks and office phone equipment; and 3) negotiate and execute contract amendments to increase or decrease contract amounts based on contractor performance and availability of funding. The purchase of the trucks will aid in the transport of emergency food daily to disadvantaged families, homeless individuals and other nonprofit agencies and the phone system will allow additional outreach services.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Authorize the Director of CSS, or designee, to accept up to \$150,000 in FFY 2010 U.S. HUD EDI grant funds to coordinate the disbursement of funds to purchase two refrigerated food trucks for two food pantry service agencies in Long Beach and Whittier and one new office phone system.
2. Delegate authority to the Director of CSS, or designee, to execute a contract with Food Finders, Inc. and Interfaith Food Center (IFC), after County Counsel approval as to form, effective one day after Board of Supervisors approval for twelve months thereafter. Each contract will be for \$67,500.

The contract costs are fully financed using U.S. HUD EDI grant funds.

3. Delegate authority to the Director of CSS, or designee, to negotiate and execute amendments to the Food Finders, Inc. and IFC contracts, to increase or decrease contract amounts based on contractor performance and availability of funding, after County Counsel approval as to form, provided that: a) approval of County Counsel are obtained prior to any such amendment; and b) the Director of CSS confirms in writing to the Board of Supervisors and the CEO within 30 days after execution that such amendments have been executed.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

As background, the Consolidated Appropriations Act, 2010 (P.L. 111-117) (the Act), signed into law by President Obama on December 16, 2009, provided HUD with EDI funds for certain special projects specified in the Conference Report accompanying the Act (H.R. 111-366). As CSS, Food Finders, and IFC were specified as a "project" to receive grant funding in the amount of \$150,000, CSS applied for the HUD EDI grant on behalf of Food Finders, Inc. and IFC, naming both agencies in the application.

The FFY 2010 EDI-Special Project Grant will help fund a one-time expenditure for two refrigerated trucks and an office phone system to expand existing programs. Both agencies rely heavily on the use of trucks to transport emergency food daily. The new refrigerated trucks will aid them to meet the increased food demand. It will also allow them to comply with local guidelines to refrigerate and give out selected commodities. In addition, Food Finders, Inc., also plans to use a portion of its funds to purchase a new phone system to enhance its referral and outreach services.

Food Finders, Inc., in business for 21 years, rescues and provides food to feed impoverished, hungry people in Los Angeles and Orange counties. It draws people into programs where they learn basic skills and gain self-esteem to build a more self-reliant life. The agency has a network of 325 volunteers, 500 merchant food donors and a staff of approximately 12 people.

IFC has been providing supplementary food assistance to disadvantaged families and homeless individuals since 1983. IFC's mission is to serve the food needs of the hungry, disadvantaged and the homeless. IFC accomplishes this through the Food Distribution Program and the Homeless Lunch Program in the cities of Whittier and La Mirada which serves more than 1,100 households each week. IFC also works in partnership with local community organizations and supermarket chains to collect food, relying heavily on the usage of trucks to transport food to the center and then to the families.

Implementation of Strategic Plan Goals

The recommended actions are consistent with the principles of the Los County Strategic Plan Goal 1: Operational Effectiveness and Goal 2: Children, Family, and Adult Well-Being.

FISCAL IMPACT/FINANCING

The total U.S. HUD EDI grant is projected at \$150,000 for FFY 2010. Of that amount: 1) \$135,000 will be equally divided between the two food pantry agencies (\$67,500 each) to purchase two refrigerated food trucks and office phone equipment; and 2) \$15,000 (10%) will be for CSS administration. The agencies will conduct a procurement for the purchase of the refrigerated trucks

and phone system. CSS will review and approve each agency's procurement process prior to any purchases being made. CSS' contractual obligation will be fiduciary; therefore ownership and registration of the trucks will be each agency's responsibility. CSS will monitor this program to ensure the agency receives appropriate approval from the funding source to continue the use the refrigerated trucks and phone equipment after the 12-month term of the contract.

No new CSS staff will be hired to coordinate these funds. Existing CSS staff will handle administrative coordination activities.

There is no impact on the County general fund, as the purchase of equipment is fully funded with federal HUD EDI grant funds. On July 11, 2000, your Board approved guidelines for the acceptance of State and Federal grants of \$100,000 or more. These guidelines require that County departments prepare a Grant Management Statement prior to the departments carrying out the activities related to the grant. Accordingly, the Grant Management Statement for this grant is attached.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

In accordance with 24 CFR 58.35(b)(3), the grant required two environmental review reports. The reports were completed by the Community Development Commission (CDC) of Los Angeles and HUD. According to HUD, the categorically excluded review converts to exempt status according to the provisions of Section 58.34(a)(12); therefore, a Request for Release of Funds and Certification is not required and no further environmental review or clearance under 24 CFR Part 58 is necessary.

CONTRACTING PROCESS

The U.S. HUD EDI grant is a discretionary grant which was applied for by CSS with Food Finders, Inc. and IFC. Both agencies were included in the grant application and were listed in the Conference Report which accompanied the Consolidated Appropriations Act, 2010 (P.L.111-117), to receive grant funding in the amount of \$150,000. CSS was able to waive competitive procurement process based on the Conference Report which allows the selected agencies to be funded as long as they are official partners and listed in the grant application.

Monitoring Requirement

CSS staff will monitor the HUD EDI grant to ensure compliance with program requirements, completion of the project and proper close-out. Any monitoring findings reported will be resolved and training will be provided to the contractor, if necessary, and/or program policies will be developed.


IMPACT ON CURRENT SERVICES (OR PROJECTS)

The recommended actions will fund the purchase of two refrigerated trucks for two food pantries and one phone system for Food Finders, Inc. for FFY 2010. The purchase of this equipment will aid in the increase of transporting food daily to disadvantaged families, homeless individuals and other nonprofit agencies. The phone system will enhance the agency's referral and outreach services.

CONCLUSION

Upon Board approval, please mail one copy of the adopted Board letter to Ms. Sandra Mitchell, CSS, 3175 West Sixth Street, Room 403, Los Angeles, CA 90020. Ms. Mitchell may be reached at (213) 738-2717.

Respectfully submitted,

A handwritten signature in dark ink, reading "Cynthia D. Banks". The signature is written in a cursive, flowing style.

CYNTHIA D. BANKS

Director

CDB:OS:MQ:CD:SM

Enclosures

c: Chief Executive Officer
County Counsel
Executive Officer, Board of Supervisors

Los Angeles County Chief Administrative Office

Grant Management Statement for Grants \$100,000 or More

Department: Community and Senior Services

Grant Project Title and Description

The 2010 Consolidated Appropriation Act, signed into law by President Obama on December 16, 2009, provides the Department of Housing and Urban Development with Economic Relief Development Initiative (EDI) funds for certain special projects specified in the Conference Report accompanying the Act (H.R. 111-366). The reported identified \$150,000 in project funds for equipment to benefit Food Finders, Inc. of Long Beach (FFLB) and Interfaith Food Center in Whittier (IFCW). As the award recipient, Community and Senior Services is the special project administrative entity and will monitor the equipment procurement process to ensure that FFLB and IFCW follow County, State and Federal purchasing guidelines. Equipment purchases for this project include two food trucks and telephone system.

Funding Agency

U.S. Department of
HUD

Program (Fed. Grant #/State Bill or Code #)

EDI Special Project No. B-10-SP-CA-0172

Grant Acceptance Deadline

N/A

Total Amount of Grant Funding: \$150,000

County Match: \$ 0

Grant Period: 22 Months

Begin Date: 11/15/2010

End Date: 09/30/2012

Number of Personnel Hired Under This Grant: 0

Full Time: 0

Part Time: 0

Obligations Imposed on the County When the Grant Expires

Will all personnel hired for this program be informed this is a grant-funded program?

N/A

Will all personnel hired for this program be placed on temporary ("N") items?

N/A

Is the County obligated to continue this program after the grant expires?

No

If the County is not obligated to continue this program after the grant expires, the Department will:

a.) Absorb the program cost without reducing other services

N/A

b.) Identify other revenue sources (describe below)

N/A

c.) Eliminate or reduce, as appropriate, positions/program costs funded by the grant.

N/A

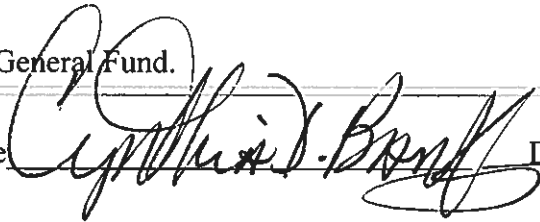
Impact of additional personnel on existing space:

There is no impact on existing space.

Other requirements not mentioned above:

There is no impact to the General Fund.

Department Head Signature



Date:

2/14/11